



STATE OF NEVADA
NEVADA CERTIFIED COURT REPORTERS BOARD

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FIRM EXAMINATION

This examination is for any person who is not a certified court reporter in Nevada who desires to own and register a court reporting firm in this state.

The firm exam is offered 4 times a year (first Wednesday of January, April, July and October).

RULES AND GUIDELINES

REV: 9/13

The firm examination is the exclusive property of the State of Nevada Certified Court Reporters Board (NVCCRB). Any examinee participating in any irregularity occurring during this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, including comparison of the candidate's examination will result in automatic failure and **may result in restriction of the examinee's participation in all future NVCCRB tests for three consecutive exam administrations.**

Please read these procedures carefully. Failure to follow them may result in your failing the examination. All examinees are required to read these rules and possess thorough understanding.

- All examinees are required to provide their own writing utensils and examinee must perform their own reading and translating during the examination.
- No reference materials, audio equipment or other personal items, including purses will be allowed in the examination room.
- The examinee will be given 90 minutes to complete the examination. A grade of at least 70% is required to pass the exam. The examination will consist of 100 multiple choice questions that test the knowledge of the applicant in the following subjects:
 - Nevada Revised Statutes (NRS) 656
 - Nevada Administrative Code (NAC) 656
 - NRS 608 – Compensation, Wages and Hours
 - Nevada Rules of Civil Procedure (NRCP) Rules 9,13 and 30
 - NCRA Advisory Opinions
 - NCRA Code of Professional Ethics
 - Various technology articles from JCR and RPR Study Guide
 - General business knowledge (i.e.; forming sole proprietorship, corporations, etc.)
- Within 7 days after the examination, the NVCCRB will mail the results of the examination. **Please do not call our office for test results, test results will not be given over the telephone.**
- If an examinee fails the examination, he/she may not take more than 4 subsequent examinations during the 12 consecutive months after failing the examination. To apply for a subsequent examination, the examinee must submit a written request to the NVCCRB and pay the applicable fee.
- Within 45 days after the NVCCRB certifies the score of the examinee, he/she may submit a written request to review their examination in the presence of the Executive Secretary. The examinee may not copy or reproduce the examination.
- Check must be made payable to NVCCRB.